

Message

From: Laycock, Kelly [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EDF53496C8284A7D8153E0F312818DF1-LAYCOCK, KELLY]
Sent: 10/16/2020 1:15:19 PM
To: Jan Connery [Jan.Connery@erg.com]; Joe Fanjoy [Joe.Fanjoy@erg.com]; Meredith Outterson [meredith.outterson@erg.com]
Subject: RE: Florida assumption public hearings logistics/plan
Attachments: Opening Statement Assumption Hearings_draft2.docx

All,

I've attached the latest draft of hearing statement document for our discussion today. I'll note Jeaneanne is still reviewing so this may change a bit but should give us a good starting point.

Kelly Laycock
Wetlands Regulatory Section
U.S. Environmental Protection Agency
61 Forsyth St.
Atlanta GA, 30303
phone 404 562 9132

-----Original Appointment-----

From: Jan Connery <Jan.Connery@erg.com>
Sent: Wednesday, October 14, 2020 5:05 PM
To: Jan Connery; Laycock, Kelly; Joe Fanjoy; Meredith Outterson
Subject: Florida assumption public hearings logistics/plan
When: Friday, October 16, 2020 10:00 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).
Where: Microsoft Teams Meeting

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Here's a list of items to cover during our call on Friday. We can add any other items you may have when we start our Friday meeting.

Run of Show

- EPA and ERG personnel, names and roles.
- Importance of key personnel joining at least 15 minutes prior to meeting start.
- EPA opening remarks.
- Review of plan for managing speakers and for EPA questions of clarification (including mute/unmute).
- Use of chat function during the meeting.
- If time available, add new speakers?
- Visuals for the meeting:
 - Slides
 - Video (who, when)

Pre-Meeting Tasks

- Finalize order of speakers.
- ERG to email speakers on Monday regarding their speaking slots.
- Schedule and hold pre-meeting practice session (15 to 30 minutes) with key EPA and ERG personnel.
- Ensure EPA and ERG personnel have meeting link.
- EPA to finalize opening remarks.
- Jan to develop slides and facilitator remarks.

Documentation

- List of attendees?
- ERG to provide 508-compliant transcript to be placed in the docket.